

Position Description Addendum for Civil Rights Team Members, At Large Positions

The incumbent performs collateral duty as a member of the Civil Rights Team. No more than 5% of the employee's time will be spent in duties related to collateral assignments. Those assignments may include the following:

1. Attending Civil Right Committee meetings in order to develop strategy for implementation of Equal Opportunity in both employment and program delivery.
2. Participate in Civil Rights Office Reviews
3. Assist in the development of the Affirmative Action Plan and Federal Equal Opportunity recruitment Plan.
4. Assist in outreach and recruitment for employment and program delivery.
5. Other related duties as identified by the Civil Rights Committee Chairperson or the Outreach Coordinator.
6. Conducts training and/or provides training resources on civil right/equal opportunity for workshops, seminars, and meetings;
7. Participates, as directed on task forces and in study groups that examine issues related to Civil Right and Equal Opportunity concerns;
8. Serves as local representative at state, regional, and national meetings concerned with Civil Rights and Equal Opportunity issues, as directed